



CG ISC PORTSVA INST 3501.1  
29 May 2007

## INTEGRATED SUPPORT COMMAND PORTSMOUTH INSTRUCTION 3501.1

Subj: INTEGRATED SUPPORT COMMAND PORTSMOUTH PERSONAL PREPAREDNESS  
AND PERSONNEL ACCOUNTABILITY

1. **PURPOSE.** This instruction provides personal preparedness, emergency recall, and personnel accountability procedures for all Integrated Support Command (ISC) Portsmouth staff. It also provides guidelines and resources for developing personal/family emergency plans.
2. **ACTION.** ISC Portsmouth Division Officers shall ensure all personnel become familiar with and comply with the provisions of this instruction. Enclosure (1), Emergency Evacuation Form, shall be completed upon check-in by all ISC Portsmouth assigned personnel.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.** There are numerous potential natural and man-caused disasters that can occur throughout the D5 AOR. Severe weather, earthquakes, and terrorist actions are just a few examples of potentially dangerous situations that have the ability to affect large numbers of people quickly, and cause widespread and catastrophic damage. Self-preservation of Coast Guard personnel (including dependents) and assets from the effects of a disaster is paramount. In order to provide timely lifesaving services and perform other critical operations, we need to protect our people and resources. Self-preservation includes actions taken immediately before, during and after an event. The nature and severity of the disaster event will dictate actions required of ISC Portsmouth personnel. One of the keys to effective response and recovery from an emergency event is having a personal/family preparedness and prevention plan in place. Once in place, it needs to be exercised regularly and updated periodically to reflect changes in your life. As part of the Coast Guard's response to a disaster, an accountability of all staff (active duty, reserve, auxiliary and civilian, dependents, and contractors) will be completed as quickly and completely as possible. A rapid and accurate method of accountability of personnel and their status following an emergency event increases the Coast Guard's ability to care for our personnel, while enhancing our ability to execute emergency response operations and statutory missions.

5. **RESPONSIBILITIES.**

a. ISC Portsmouth (p) shall:

- (1) Conduct quarterly validation of the ISC Portsmouth roster to ensure all members are accurately captured; Active Duty, Reservists, Civilians, Contractors, and Auxilarists who perform volunteer work in the ISC Portsmouth offices on a regular basis;
- (2) Ensure ISC Portsmouth divisional yeomen or administrative clerks validate personnel contact information for each member of their division on a quarterly basis;
- (3) Provide regular updates, as necessary, of the ISC Portsmouth roster in hard copy and electronic format to MLCLANT (mdl).
- (4) Issue a copy of this instruction and enclosures to all personnel upon check-in to ISC Portsmouth.

b. ISC Portsmouth (ps) shall:

- (1) Maintain and update the Emergency/Inclement Weather and Information phone message machine as directed.
- (2) Utilize the QRC attached as enclosure (2) in response to a disaster event that impacts the ability of ISC Portsmouth staff to travel or report to work.
- (3) Collect personnel accountability information and keep all reporting ISC Portsmouth personnel informed.

c. ISC Portsmouth (pf) shall:

- (1) Coordinate and/or conduct emergency preparedness training for ISC Portsmouth staff;
- (2) Maintain disaster preparedness training and information materials for use by ISC Portsmouth staff and their dependents; and
- (3) Maintain and update this staff instruction.

d. All ISC Portsmouth staff (Active Duty, Reserve, Civilian, Contractor, and Auxiliary Personnel) shall:

- (1) Maintain current contact and recall information, including at least one emergency out-of-local-area contact phone number. (Active Duty/Reserve personnel in Direct Access, Civilian/Contractor/Auxiliary personnel, and with their respective division officer;
- (2) Notify ISC Portsmouth (p) whenever changing contact and recall information in Direct Access;

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- (3) Comply with personnel accountability reporting requirements in enclosure (3) to this instruction after a disaster event including, but not limited to, severe weather, and earthquake, tsunami, terrorist attack, or fire that impacts the District Five Area of Responsibility (AOR);
  - (4) Use the information and tools in enclosures (4), thru (7) to develop personal and family preparedness plans for disaster situations.
6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.
7. **FORMS/REPORTS.** None.

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T. R. CAHILL

- Encl: (1) ISC Portsmouth Emergency Evacuation Form  
(2) QRC: ISC Portsmouth Personnel Accountability  
(3) ISC Portsmouth Staff Personnel Accountability Procedures  
(4) Individual and Family Emergency Preparedness Planning Kit  
(5) Homeland Security Advisory System Recommendations  
(6) Emergency Marshalling Points/ Safe havens  
(7) Hurricane Preparedness Guide

Dist: LIST I  
ESU Portsmouth  
NESU Portsmouth  
MLCLANT (mdl)

## EMERGENCY EVACUATION PERSONNEL INFORMATION

### INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, U.S.C. 5701-5742; Title 37, U.S.C. 404-427, and E.O. 9397  
PRINCIPAL PURPOSE: Used for reviewing, approving, accounting and disbursing for official travel, EMPLID is used to maintain a numerical identification system for individual claims. Contact information will be used to locate and ensure the safety of our personnel as required by Commandant.  
ROUTINE: To substantiate claims for reimbursement for official travel.

**Contact information is required to satisfy preparedness and response requirements. This information is considered sensitive, FOUO and will be handled as such.**

DATE FORM SUBMITTED:	DUTY STATION:	ISC PORTSMOUTH
MEMBER'S NAME:	EMPLID:	RANK/ GRADE:
DO YOU HAVE A GOV'T TRAVEL CARD? <input type="checkbox"/> YES <input type="checkbox"/> NO		LIMIT ON CARD? \$
DIVISION:	SHOP/BRANCH:	OFFICE PHONE #: (757)
HOME ADDRESS:		
CITY:		
STATE:		ZIP CODE:
CHECK ONE: LEASED/GOV'T HOUSING <input type="checkbox"/> YES <input type="checkbox"/> NO		
PRIMARY CONTACT #: <input type="checkbox"/> HOME <input type="checkbox"/> CELLPHONE		
SECONDARY CONTACT #: <input type="checkbox"/> HOME <input type="checkbox"/> CELLPHONE		
OUT OF AREA/THIRD PARTY CONTACT NUMBER FOR SOMEONE WHO WOULD KNOW HOW TO CONTACT YOU IN AN EMERGENCY (Name not needed)		

**Failure to furnish Evacuation information requested may result in total or partial denial of amount claimed.**

### DEPENDENT INFORMATION

Number of Dependents residing with you:

Name	Age	Sex	Relationship	Living with Member, at college, etc.

### EVACUATION DESTINATION

IN CASE OF AN EVACUATION ORDER, DO YOU HAVE AN INTENDED EVACUATION LOCATION?

CITY:		STATE:	
ADDRESS (IF KNOWN):			
PHONE # (IF KNOWN):			
WILL YOU BE ACCOMPANYING YOUR FAMILY? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF NO, WHERE WILL YOU BE?			



## ISC Portsmouth Quick Response Checklist

### ISC Portsmouth Personnel Accountability

#### References

CG ISC PORTSVA INST 3501, ISC Portsmouth Personal Preparedness and Personnel Accountability

ISC Portsmouth Continuity of Operations Plan (June 2007 DRAFT)

#### Event

Any emergency situation (e.g., natural disaster, terrorist attack) that impacts the ability of ISC Portsmouth staff to either come to work or communicate their status.

#### Examples

Approaching Hurricane Mass Flooding Tornadoes	Civil Disturbances Weapon of Mass Destruction	Hazardous Materials Incident Earthquakes / Tsunami
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#### Discussion

Scenarios that include hurricanes, heavy flooding, tornadoes, earthquakes, weapons of mass destruction and other incidents with the potential for mass casualties and/or the destruction of communications and transportation infrastructure will require personnel accountability procedures to be implemented.

Step	Initial Action
1	Determine if the situation will require the evacuation of the Base and/or the activation of the ISC Portsmouth COOP; advise senior staff IAW current briefing protocols. If determination is made to evacuate, follow procedures on the "CC Evacuation / COOP Activation" QRC.
2	Initiate accountability phone tree; advise Division Officers that accountability procedures have been implemented and to have them provide an accountability report for their personnel back to the Local Incident Command Post (LICP).
3	Update the emergency information hotline to reflect the following, and advise all staff who call the LICP of the same: <ul style="list-style-type: none"><li>a. Status of the base</li><li>b. Command Center Relocation site (if applicable)</li></ul>



### ISC Portsmouth Quick Response Checklist

	<ul style="list-style-type: none"> <li>c. Activation of COOP and designated Emergency Relocation Site (if applicable)</li> <li>d. Guidance for personnel: e.g. stay at home, report to the base, report to Emergency Relocation Site if a member of the COOP Emergency Relocation Team (ERT), check in with their direct supervisor.</li> <li>e. Follow-on reporting schedule (e.g. check in with supervisor every 24 hours)</li> <li>f. Check television or radio for info in the event that phone communications are lost.</li> </ul>
4	Contact Local TV/ Radio stations to give them ISC Portsmouth's status for broadcasting.
5	<p>Should personnel need to contact the LICP to report their status; maintain a log/spreadsheets of the status of personnel who call into the LICP. Obtain the following information for each individual:</p> <ul style="list-style-type: none"> <li>a. Name</li> <li>b. Rank/Rate and Status (Active, Reserve, Civilian, Auxiliary)</li> <li>c. EMPLID (N/A for Aux members)</li> <li>d. Division/Branch assigned</li> <li>e. Present location and condition</li> <li>f. How member can be contacted (phone #, other)</li> <li>g. Number of Dependents/Condition (if known)</li> <li>h. When can member report to work?</li> </ul> <p>Other information as provided by member</p>
6	Notify MLCLANT and the St Louis COOP hotline that personnel may be calling in to report their status. Request each command center to record the member's status and forward to the LICP.
7	In the event personnel accountability procedures are implemented by another Coast Guard unit and a member calls in to the LICP to relay their status; record the information and forward to the corresponding Coast Guard command.

### **ISC Portsmouth Staff Personnel Accountability Procedures**

1. **General Information.** A rapid and accurate method of accountability of personnel and their status following an emergency event increases the Coast Guard's ability to care for its personnel, while preparing to complete emergency response/support operations and statutory missions.
2. **Accountability Procedures.** As part of the Coast Guard response to a disaster, an accountability of all ISC Portsmouth staff; active duty, reserve, auxiliary, contract and civilian personnel shall be completed as quickly and completely as possible. The following accountability procedures apply after the occurrence of an emergency natural or man-made situation that impacts the D5 AOR. ***Personnel should attend to any immediate life-threatening situations and ensure the safety and security of their immediate family members, neighbors and/or co-workers before addressing accountability reports.***
  - a. Personnel on the ISC Portsmouth base during the event. Follow directions provided by ISC Portsmouth (p) that will come via email. Pertinent information and guidance will be passed via the most effective means available at that time. Email/phone if operable, word of mouth if not.
    - (1) After an event or notification to perform personnel accountability, the senior person present in each division shall take muster of all division personnel and then make a report to the Chief of Personnel, or delegated authority.
    - (2) If an evacuation of the base is required, ISC Portsmouth (p), or delegate, shall take a master roster of ISC Portsmouth staff to the designated muster site. The senior person present in each division is responsible for accounting for all their division personnel at the muster site; this includes members who were not on the base during the evacuation. The senior ISC Portsmouth staff member at the site shall take muster reports from the divisions, using the master staff accountability roster.
    - (3) All personnel at the muster site will wait for instructions from the senior ISC Portsmouth staff member before returning to the base, relocating to an Emergency Relocation Site (ERS), or traveling home.
  - b. Personnel outside of the ISC Portsmouth base during the event. When an emergency event occurs that affects work at the base it is likely that it will be on the local news. If the event reported is of such magnitude that it is expected to disrupt work at the base for at least two days, personnel not on the base during the emergency event shall;
    - (1) Stabilize their personal/family/home/community situation. Attend to any immediate life-threatening situations and/or ensure the safety and security of their immediate family members;

- (2) Monitor local media sources for announcements regarding the status of the ISC Portsmouth base and evacuation. The following TV/Radio stations will carry announcements:

Radio	Television
WWDE 101.3 FM	WAVY TV10
WVBM 92.9 FM	WVEC TV13
WLTY 95.7 FM	WTKR TV3
WJCD 107.7FM	

***Listen carefully to ensure you are receiving COAST GUARD ISC PORTSMOUTH information and not information about other agencies or services.***

- (3) From a safe location, call or e-mail their direct supervisor. If personnel are unable to contact their supervisor to relay their status, they shall then attempt to contact the next person in their Chain of Command (COC); continue working up the COC until successfully accounted for.

Supervisors will call the LICP to report the status of their members on a regular basis to ensure accountability of assigned personnel is kept up to date.

- (4) If personnel are unable to contact anyone in their COC, call or e-mail the out-of-area contact that they provided upon check-in; relay their whereabouts, status, and advise them that the Coast Guard may be contacting them in order to find out their condition;
- (5) If, after **TWO** hours, personnel have not been contacted by their supervisor to be accounted for, the member shall call the following command centers in priority order and advise them of their status;
- a. ISC Portsmouth  
Local Incident Command: (757) 483-8575
  - b. MLCLANT  
Logistics Command Center: (757) 628-4888
  - c. St Louis COOP Hotline : (866) 811-3323
- (6) Personnel shall continue to attempt contact until able to get through to their supervisor or one of the above command centers;
- (7) If communication capabilities are degraded to the point where personnel are unable to relay their status, proceed to the nearest city/county/state/ American Red Cross emergency marshalling point in order to have your status recorded and/or utilize communication resources on site.



- (8) Provide the following information when checking in with their supervisor, a command center, American Red Cross, or Other Government Agency (OGA);

a. Your name (last, first, mi)	f. How you can be contacted (i.e. phone #, other)
b. Rank/rate and status (active, reserve, civilian, Aux)	g. No. of dependents/their condition if known
c. EMPLID (N/A for Aux members)	h. When you can report to your office
d. Division/Branch assigned	i. Analysis of your situation
e. Your present location and condition	j. Other information concerning your situation

- (9) After initial check in, if personnel have not heard from their supervisor or the command center by the next business day, personnel shall then initiate a call to their supervisor or the command center each day or as otherwise instructed. This will ensure that continuous accountability measures are employed throughout the event;
- (10) Emergency information call back numbers (located on the personnel roster) that are maintained by ISC Portsmouth (p), will be the primary means for contact with personnel, subject to phone service availability.
3. **Follow on Actions.** Based on the severity of the disaster, current operational needs, and status of the base, the following information may be passed to personnel via radio emergency broadcast, phone tree notifications, or when a member reports their status to their supervisor.
- a. Decisions on work requirements for essential and non-essential personnel;
  - b. Decisions on standup of contingency staffing models, including the ISC Portsmouth Local Incident Command Post (LICP), Continuity of Operations (COOP) Emergency Relocation Team (ERT), Support/ Deployable Force Elements, location of applicable Emergency Relocation Site(s) (ERS), and who should report (if applicable); or
  - c. Directions for when/how to check back for further guidance.
4. **Continuity of Operations (COOP).** Any event that causes significant disruption to the conduct of essential ISC Portsmouth staff operations for at least two working days may necessitate implementation of the ISC Portsmouth COOP in order to move to a local or remote ERS.
- a. Following an emergency event, implementation of the ISC Portsmouth COOP will not automatically be made, nor will ISC Portsmouth ERT personnel necessarily be required to physically report to the ERS immediately.

- b. If the precipitating event is expected to cause significant disruption of CG work greater than two full business days, personnel can expect implementation of the ISC Portsmouth COOP. (In determining the length of impact, the event day is not counted in the two days).
- c. In the event of COOP activation, personnel assigned to the ISC Portsmouth COOP ERT, and/or the LICP (if activated) will be notified concerning where and when to report.
- d. All personnel not required to report to the ERS shall remain home and check-in daily or as otherwise instructed by their supervisor.

**5. Reserve Activation.**

- a. Reservists assigned to the ISC Portsmouth Staff will be considered in voluntary call-up status. Reserve personnel available for mobilization should so indicate their availability during the accountability process. It is recognized that many local Reservists are involved in the public safety profession, and that in a significant event, many could be victims of the disaster, or otherwise unavailable.
- b. For planning purposes, although often readily available, Reserve personnel should not be planned on to augment active duty personnel during the initial response phase of an emergency.

Tables:

- A. ISC Portsmouth COOP Emergency Relocation Sites
- B. ISC Portsmouth Emergency Procedures – “Pocket-Size Template”

**TABLE A – ISC Portsmouth COOP Emergency Relocation Sites**

<b>Case I – ISC Portsmouth Building #3 and #4 are unusable</b>	<b>Case II – Portsmouth/ Norfolk area is unusable</b>	<b>Case III – Hampton Roads Area is unusable</b>	<b>Case IV – State of N. Carolina and Virginia are unusable</b>
1. C2CEN (ERT and LICP) 757-615-3834 (CDO)	1. CAMSLANT (LICP) 757-421-6240 (Ops Deck) TBD  * ERT to ISC St. Luis * 866-811-3323	1. York Town (LICP) 757-856-2114 (CDO) TBD  * ERT to ISC St. Luis * 866-811-3323	1. Sector Delaware Bay (LICP) 215-271-4940 (OPCEN) TBD  * ERT to ISC St. Luis * 866-811-3323
2. MLCA (ERT and LICP) 757-628-4888 (LCC) TBD	2. FINCEN Chesapeake 866-450-9820 TBD  * ERT to ISC St. Luis * 866-811-3323	2. Sector N. Carolina 252-247-4570 (OPCEN) TBD  * ERT to ISC St. Luis * 866-811-3323	2. TBD
3. WHEC if available	3. TBD	3. TBD	3. TBD

## Table B – ISC Portsmouth Emergency Procedures

1. This table is designed to be reduced to a laminated wallet size card. Cards shall be issued to ISC Portsmouth staff members on check-in.

<b>USCG ISC Employee COOP/Emergency Procedures</b> If an incident (more than 2 lost business days) occurs, all CG members, Military, Civilian, and Reserve are to:	<b>FAMILY PLANNING BEFORE A DISASTER</b> <ol style="list-style-type: none"> <li>1. Create a Family Disaster Plan. Practice the plan and alter/adjust the plan when circumstances change.</li> <li>2. Ask what types of disasters can happen in your area.</li> <li>3. Learn about your community's warning signals.</li> <li>4. Learn which radio stations will provide emergency information for your area.</li> <li>5. Find out about the disaster plan at your workplace, your children's school or childcare center and other places your family frequents.</li> <li>6. Ask an out-of-area friend or relative to be your "family contact."</li> <li>7. Pick two places to meet.</li> <li>8. Check for adequate insurance coverage.</li> <li>9. Stock emergency supplies and assemble a disaster supplies kit.</li> <li>10. Locate potential emergency marshalling points in your community; ball fields, hospitals, convention centers. Mark them on a map.</li> </ol>
<b>1. Stabilize your personal/family/home/community situation.</b> Listen to any local TV station, radio, etc. for news and public announcements. Obey public safety guidance. <b>2. Check in:</b> As soon as you are able, contact your supervisor to report your status. If unable to make contact with your supervisor, move up your COC until you are able to report your status. If unsuccessful, notify the out of area contact you provided upon check-in. If after 2 hours you have not been contacted by your supervisor or been accounted for, contact one of the command centers listed below to have your status recorded.  ISC (LICP): (757) 483-8575 MLCLANT LCC: (757) 628-4888 St Louis COOP Hotline: (866) 811-3323	
<b>Report the following "check in" information:</b> <ol style="list-style-type: none"> <li>a. Your name (last, first, mi)</li> <li>b. SSN, Rank/Rate, Active, Reserve, Auxiliary or Civilian</li> <li>c. Division/Branch assigned</li> <li>d. Your present location and condition, other information concerning your situation</li> <li>e. No. of dependents/their condition if known</li> <li>f. How you can be contacted (i.e., phone #, other)</li> <li>g. Analysis of your situation</li> <li>h. When you can report to your office</li> </ol>	<b>FAMILY THINGS TO DO AFTER A DISASTER</b> <ol style="list-style-type: none"> <li>1. Get family stabilized – activate Family Disaster Plan</li> <li>2. Check for injuries and give first aid. Call 911 only if life threatening situation</li> <li>3. Check for damaged utility lines. Shut off at main valve/switch.</li> <li>4. Stay out of damaged buildings until cleared safe</li> <li>5. Listen to emergency stations on radio</li> <li>6. Call your emergency out of area contact</li> <li>7. Advise them of the status of your family</li> <li>8. Ask if other family members have called</li> </ol>
<b>3. GETS numbers:</b> Govt. Emergency Telephone System – Emergency direct line; request if needed for duties <b>4. Report Status:</b> As directed by your supervisor, or at least every 24 hours. This will ensure continuous accountability measures are employed in the event your status changes.	